

FY 2022 Community Development Department Work Plan Update

(last revised by RM 5/4/22)

INTRODUCTION

The Community Development Department consists of nine (9) full-time positions responsible for Planning, Zoning, Building, Code Enforcement, Development Engineering, Stormwater and Flood Plain Management, Economic Development, and Geographic Information Systems. The Department also provides administrative and engineering support to the Public Works Department. The Work Plan does not identify normal and typical work Department staff perform on an ongoing basis. Rather, it identifies those special projects or assignments in which staff is involved, in addition to normal activities such as processing private building/development applications and assisting in the design, bidding and construction of the Annual Road Program.

TIER ONE (HIGHEST PRIORITY) INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T1-1	Mazik City Design and Implementation (All) (FIN 19.01)	TBD	Ongoing	N	
T1-2	Administer Lexington Trace Redevelopment Agreement (KH)	End of FY 23	Ongoing	N	Strategic/Economic Development Plan, Southwest District Subarea Plan, TIF #4 Plan
T1-3	Facilitate Rental Registration and Inspection Program Decision Process (RM/MC)	Deferred to FY 23 due to staffing turnover/vacancies and other competing, time sensitive priorities. Moved to FY 23 work Plan	Not started	N	
	Old Town Redevelopment Site #2 (AKA Citgo Property)				
T1-4	Coordinate Building Demolition Project (RM/MC) (CD 22.02)	Completed	Completed	N	
T1-5	Prepare Preliminary Site Redevelopment Plan (RM)	Completed	City Council recommended preferred concept B preliminary plan at 3/14/2022 CDC meeting.	N	
T1-6	Finalize and Implement Leaking Underground Storage Tank Clean-up Plan (RM/KH)	End of second quarter FY 23	Stage 1 Billing Reimbursement Package has been sent to IEPA. Stage 3 LUST investigation activities to commence in mid-May, 2022.	N	Strategic/Economic Development Plan, Old Town/Civic Center Subarea Plan, TIF #3 Plan
T1-7	Finalize Voluntary Site Remediation Program Clean-up Plan (RM/KH) (CD 22.03)	End of FY 23	Performing background iron level study.	N	
T1-8	Update Ward Map Based on Final 2020 Census Data (AK)	Early Spring 2023	Anticipate meeting with Administrator and Alderman Goodman in April 2022 to discuss the data and process associated with completing this effort.	N	
T1-9	Preliminary Engineering for Rt. 59 Sidewalk/Path Improvements (KH/PK) (CD 22.05)	Before End of FY 23	Survey is complete. Preliminary engineering design has begun.	N	Bike and Pedestrian Plan

TIER TWO (IMPORTANT) INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Illinois Prairie Path Trailhead Project at Albright Park				
T2-1	Complete Final Engineering Design and Obtain IDOT Approval to Bid IPP Trailhead Project (ND/KH/PK) (CD 20.02)	Complete	Bid Opening was April 29, 2022	N	Old Town/Civic Center Subarea Plan
T2-2	Coordinate Bidding and Construction of IPP Trailhead Project (KH/PK)	First Quarter of FY 23	Ongoing	N	Old Town/Civic Center Subarea Plan
	Mack Road Bridge Replacement and Trail Improvement Project				
T2-3	Complete Final Engineering Design (KH/PK) (CD 20.05)	Before End of FY 23	Preliminary Design Approval obtained from IDOT. Final Engineering has not started yet.	N	Bike and Pedestrian Plan
T2-4	Complete Property/Easement Acquisition (KH/PK) (CD 22.04)	Before End of FY 2023	Not started. Need final engineering agreement approved by CC.	N	Bike and Pedestrian Plan
T2-5	Develop new IGA with Warrenville Fire Protection District (RM/MC)	This will be included in FY 23 work plan.	Not started	N	
T2-6	Update Building Permit Fee Schedule (MC)	Completion of this project delayed due to ongoing vacancy in Chief Code official Position	In progress	N	
T2-7	Assist PW with Development of Complete Streets Implementation Plan (PK/KH/RM)	This project moved into FY 23 work plan	Not started	Y	
T2-8	Develop and Implement New Resident "Welcome to Warrenville" Outreach Program (RM/Finance/Admin./PW)	Plan to reevaluate timing and priority of this project as part of FY 24 Budget/workplan process	Not started due to staffing vacancies and other competing priorities	N	
T2-9	Develop and Administer TIF 3 Public Property Improvement Program for Old Town/Civic Center Subarea Businesses (RM) (CD 22.01)	Delayed indefinitely.	Did not receive funding in Approved FY 22 Budget	N	TIF #3 Plan
T2-10	Coordinate Zoning Ordinance and City Code Amendments for Outdoor Dining/Seating Operations (AK)	Zoning ordinance amendments will be completed in first half of FY 23	City Code amendments complete. Evaluation of Zoning Ordinance amendments ongoing.	N	
T2-11	Assist PW in finalizing engineering design and Community Development Block Grant Funding Agreement for Summerlakes Square Courts Improvements (AK/KH)	First Quarter of FY 23	In progress	N	
T2-12	Assist PW with Resolving Barclay Avenue Private Street Maintenance Issue (RM/PK)	Before winter of 2022	Ongoing	N	

TIER THREE (DESIRABLE) INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Point Oak Drive Dedication and Improvement				
T3-1	Coordinate dedication of Point Oak Drive (RM/PK)	TBD	Not started	N	
T3-2	Coordinate with PW on Final Design for Point Oak Drive Reconstruction (RM/PK)		Not started	N	
T3-3	Develop Zoning Overlay District for Old Town/Civic Center Subarea (RM/AK)	This project is included in FY 23 Dept. Work Plan and funding has been	Not started	N	Old Town/Civic Center Subarea Plan
T3-4	Begin process to update Comprehensive Land Use Plan (RM)	This project is included included in FY 23 Dept. Work Plan	Not started	N	

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Tier One – Highest priority initiatives staff feels must be advanced. Tier one elements of Department’s annual Work Program. In many cases, these are ongoing or time-sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long-term negative impacts. Expect to accomplish with existing and budgeted resources.

Tier Two – Important priority initiatives staff feels should be advanced. Tier two elements of the Department Work Program staff expects to accomplish/advance with existing and budgeted resources. Delaying progress on these initiatives and projects will result in undesirable impacts.

Tier Three –Desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in upcoming FY. Third tier elements of the Department’s annual Work Program. It is unlikely the City will experience any measurable or lasting negative impacts if these items are not advanced in upcoming FY. However, if work is not initiated or suspended on High or Important-priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

#-# Highlighting = New for FY 2022

Bold font = Initiative or project for which a new FY 2022 Decision Package has been submitted.

RM = Community and Economic Development Director, PK = Deputy Director of Public Works, KH = Senior Civil Engineer, MC = Chief Code Official, DR = Civil Engineer, AK = Planner/GIS Tech

PROJECTS NOT INCLUDED IN FY 2022 WORK PLAN

- 1 Prepare revised Comprehensive Plan for entire City
- 2 Final design for Leone Schmidt Park pavilion and lookout improvements
- 3 Prepare revised Sign Ordinance
- 4 Develop and Implement Business Outreach Program
- 5 Prepare Conceptual Site Plan and Financial Analysis for Preferred Development Program on Old Town Redevelopment Site #1
- 6 Develop and implement Crime-free Housing Program
- 7 Revise Development Fee Schedule
- 8 Correct “Duplicate” and Inconsistent Street Names
- 9 Develop Comprehensive Engineering and Public Infrastructure Specifications Manual
- 10 Update Building Codes from 2015 to 2021 Codes
- 11 Coordinate Design and Construction of New City Entrance Sign Along Route 59 Frontage of Everton Project
- 12 Develop Final Design Plans for Replacement of Remaining City Entrance Signs
- 13 Coordinate marketing of City-owned property at northeast corner of Routes 59 and 56
- 16 Inventory and develop database of all stormwater detention ponds and maintenance status

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2022 WORK PLAN

- 1 Anticipates record level of complex new private development will continue in FY 2022
- 2 Assumes no new vacancies in current Community Development Department positions and all existing vacant positions will be refilled
- 3 Reflects COVID 19 impact on FY 2021 Work Plan progress
- 4 Acknowledges retirement of Chief Code Official and Building Inspector/Code Enforcement Officer positions mid FY 2021
- 5 Does not account for emergencies or unexpected issues that may take priority throughout the year